



DATE: March 2, 2022

AGENDA ITEM # 3

**TO:** Design Review Commission  
**FROM:** Jia Liu, Associate Planner  
**SUBJECT:** SC21-0049 – 623 Almond Avenue

**RECOMMENDATION:**

Approve design review application SC21-0049 subject to the listed findings

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**PROJECT DESCRIPTION**

This is a design review application for a new two-story house. The project consists of 2,702 square feet at the first story and 1,522 square feet at the second story with a 1,995 square-foot basement. A detached, 512 square-foot ADU is also included but it is not part of the design review application. This project is categorically exempt from further environmental review under Section 15303 of the California Environmental Quality Act. The following table summarizes the project's technical details:

**GENERAL PLAN DESIGNATION:** Single-Family, Residential  
**ZONING:** R1-10  
**PARCEL SIZE:** 16,734 square feet  
**MATERIALS:** Composition shingle, stucco exterior with horizontal wood siding and stone veneer, aluminum clad wood framed windows with wood trim board

	<b>Existing</b>	<b>Proposed</b>	<b>Allowed/Required</b>
<b>COVERAGE:</b>	2,078 square feet	3,714 square feet	5,020 square feet
<b>FLOOR AREA:</b>			
First floor	1,850 square feet	2,702 square feet	
Second floor	--	1,522 square feet	4,422 square feet
Total	1,850 square feet	4,224 square feet	
<b>SETBACKS:</b>			
Front	40 feet	25 feet	25 feet
Rear	112 feet	121.92 feet	25 feet
Right side (1 <sup>st</sup> /2 <sup>nd</sup> )	9.67 feet/--	12 feet/19.5 feet	10 feet/17.5 feet
Left side (1 <sup>st</sup> /2 <sup>nd</sup> )	12.75 feet/--	10 feet/21 feet	10 feet/17.5 feet
Basement	--	6 feet	5 feet
<b>HEIGHT:</b>	14 feet	25.33 feet	27 feet

## **BACKGROUND**

### **Neighborhood Context**

The subject property is located on Almond Avenue between North Clark Avenue and North El Monte Avenue. The surrounding neighborhood is considered a Diverse Character Neighborhood as defined in the City's Residential Design Guidelines. The homes in the immediate neighborhood context are a combination of one-story and two-story houses, with two-story homes at 620 and 633 Almond Avenue. A majority of the properties in the immediate neighborhood share similar front setback patterns in addition to 607 Almond Avenue that has a further front setback and 639 Almond Avenue that is a flag lot. The immediate neighborhood features low scale horizontal eave lines with wall plates that appear to be between eight to nine feet in height except for the property at 639 Almond Avenue that has multiple wall plates that appear to be between eight feet to 14 feet in height. Most garages are attached to the existing homes in the front yard facing the street. Roof forms are a combination of simple and complex roof lines due to certain houses renovations/upgrades in the neighborhood over the years. A mix of roofing materials are found in the immediate neighborhood including wood shake and composition shingle. The exterior materials commonly used include wood shingle, stucco, and wood siding with stone veneer or brick accents. Landscapes in the front consist of mature street trees on most properties with dense screening shrubs further in.

## **DISCUSSION**

### **Design Review**

According to the Residential Design Guidelines, in Diverse Character Neighborhoods, a good neighbor design has its own design integrity while incorporating some design elements, materials, and scale found in the neighborhood.

The subject property is 16,734 square feet of net lot area size with an extensive lot depth of 214.86 feet. The volume of the proposed structure will be moved forward to the front setback line compared to the existing one-story house. The front elevation uses design elements that have integrated gable and hipped roof forms, articulated architectural massing on both first and second floors, horizontal eave line, and a five-foot and six-inch projecting front porch with stone veneer accents to soften the bulk and massing of the new façade appearance. Regarding the roof pitches, the proposed two-story house has a consistent pitched roof of 4:12 with composition shingles. The project is utilizing high quality materials such as the composition shingle roof material, stucco exterior finish with stone veneer accent, and wood window and door trims, which are integrated into the overall architectural design of the residence and found to relate to the surrounding neighborhood.

The overall height of the proposed residence is 25.33 feet, consistent with the maximum height of 27 feet in the R1-10 zoning district. The wall plate heights are nine feet and six inches for most of the rooms at the first floor, except the office and entry porch that have a plate height of 11 feet and eight inches.

At the second floor, three plate heights are proposed including an eight-foot main plate height, a seven-foot and four-inch plate height for the Bedroom #4 at the right end, and a nine-foot and two-inch plate height for the master bedroom at the rear.

The left (west) elevation is composed of hipped roofing forms integrated with gable roof forms further reassessed from the left elevation. The right (east) elevation is composed of hipped roof form at the first story and the sloping roof forms from the front and rear facing gable forms at the second story with an

integrated hipped roof form. The rear elevation is composed of hipped roof forms with one rear facing gable for the master bedroom. In addition, an outdoor cover patio to accommodate outdoor barbeque and sitting is proposed with a flat roof to be attached with the primary house.

According to the Residential Design Guidelines, a house should be designed to fit the lot and should not result in a home that stands out in the neighborhood. The proposed project is sensitive to the scale of the neighborhood due to the predominant nine-foot and six-inch first floor plate height and eight-foot second floor plate height. The proposed new residence's plate heights maintain similar massing found in the neighborhood that has a first floor plate height between eight feet to nine feet and second floor plate height of approximate eight feet. Overall, according to the Residential Design Guidelines, the project appears to be an appropriate design within this Diverse Character Neighborhood setting, it is found to establish its own design integrity while incorporating some design elements, materials, and scale found in the neighborhood and meet the intent of the design review findings.

### **Privacy**

On the left (west) side, seven windows are proposed at the second floor including six small-sized windows and one-medium sized window for the Bathroom #2. All the windows are proposed with a windowsill height of four feet and eight inches. Given that all the left windows will face the front and side yards of the neighboring property at 607 Almond Avenue and the four-foot and eight-inch windowsill height, there should be no adverse privacy invasion to the adjacent property on the west side.

On the right (east) elevation, four windows are proposed at the second floor including two small-sized windows in the Bedroom #4 and two medium-sized master bedroom windows. The four windows have the same sill height of four feet and eight inches along the left elevation at the second floor. The privacy impact to right side neighboring property is found very minimal due to the windows designed with a minimum sill height of four feet and eight inches which are considered by the Design Review Commissioners as an acceptable practice to minimize privacy impact. Moreover, additional evergreen screening vegetation will be planted along the right property line where the new windows will be located to further mitigate the potential privacy impact. The details of the proposed evergreen plants will be provided in the Landscaping and Trees section of the staff report.

Along the rear (north) second story elevation, there are four windows proposed: two medium-sized, two-panel windows and two large-sized, three-panel windows. The windowsill height varies from two feet and two inches to two feet and eight inches. Additionally, a balcony with 14 feet in width and four feet in depth is proposed to be accessed from master bedroom.

The proposed large windows with lower sill heights associated with the balcony at the second floor along the rear elevation may result in potential privacy. However, staff found the design is consistent with the Residential Design Guidelines to minimize the privacy impact from the following aspects:

- The placement of the two-story house is located within the first half of the lot. The rear windows will be at least 138 feet away from the rear property line that should mitigate the privacy invasion.
- The balcony is integrated with the two bedrooms at both sides that will be screened by the bedrooms solid walls and result in no privacy impact to the properties at two sides.
- A large California Pepper tree with 38 inches in diameter exist in the rear yard. The spread of the tree will mitigate the privacy invasion according to the line-of-sight analysis on Sheet A1.

## Landscaping and Trees

Twenty-eight trees are existing within the proximity of the subject site including four protected trees: one 38-inch California Pepper, 48-inch Coast Redwood, 42-inch Coast Live Oak, and 36-inch Coast Live Oak. All the protected trees will be retained and protected during future construction. Nine small trees that are no greater than four inches in diameter will be removed. Two Shiny Xylosma street trees with 12 inches and 14 inches in diameter are also proposed for removal; however, the applicant shall obtain the approval from the Public Works Department for the street tree replacement. Therefore, the two trees are further conditioned to be excluded from this design review permit. For all the remaining trees, an arborist report, prepared by Sam Oakley, an ISA certified arborist (License #WE-9474B), assessed all the trees condition and provided detailed tree protection plans to protect the trees from future construction. The arborist report is provided in Attachment B.

A new landscaping plan is proposed including a number of evergreen screening vegetation. The proposed screening vegetation will be planted along both side property lines and rear property line are outlined in Table 1 below.

**Table 1: Screening Plant List**

Location	Common Name	No.	Size	Description
Proposed				
Right property line	Nandina, Heavenly Bamboo (Nandina domestica)	6	15 gallons	6'-8' tall x 4' wide
Right property line	Toyon (Heteromeles arbutifolia)	5	15 gallons	6'-20' tall x 6'-10' wide
Right property line	Waxleaf Privet (Ligustrum japonicum)	4	15 gallons	8'-12' tall x 4'-6' wide
Rear property line	Waxleaf Privet (Ligustrum japonicum)	3	15 gallons	8'-12' tall x 4'-6' wide
Left property line	Blackstem Pittosporum (Pittosporum tenuifolium)	4	15 gallons	12'-16' tall x 6'-8' wide
Left property line	Nandina, Heavenly Bamboo (Nandina domestica)	2	15 gallons	6'-8' tall x 4' wide

In addition to the evergreen screening plants, the landscape plan also includes five new trees with 24-inch box or 15 gallons in size, a variety of shrubs/hedges, and groundcover plants throughout the site. Since the project includes a new house and new landscaping area that exceeds 500 square feet, it is subject to the City's Water Efficient Landscape regulations. Overall, the existing and proposed landscaping meets the intent of the City's landscape regulations.

## Environmental Review

This project is categorically exempt from environmental review under Section 15303 of the California Environmental Quality Act because it involves the construction of a single-family dwelling in a residential zone.

## Public Notification and Community Outreach

A public meeting notice was posted on the property and mailed to 13 nearby property owners on Almond Avenue and Higgins Avenue. The Notification Map is included in Attachment C.

On December 24, 2021, a billboard of Notice of Development Proposal (Attachment D) was installed

onsite for community early awareness. The applicant has also reached out to the immediate neighbors for community outreach. A copy of certified mails and responses from the neighbors is included in Attachment E.

Cc: Rupal Sutaria, Property Owner  
J. Steve Collom c/o RH Associates and Architects, Applicant and Designer

Attachments:

- A. Neighborhood Compatibility Worksheet
- B. Arborist Report
- C. Notification Map
- D. Pictures of Notice of Development Proposal
- E. Proof of Community Outreach
- F. Material Boards

## FINDINGS

SC21-0049 – 623 Almond Avenue

With regard to design review for the new two-story house, the Design Review Commission finds the following in accordance with Section 14.76.050 of the Municipal Code:

- a. The proposed new house complies with all provisions of this chapter;
- b. The height, elevations, and placement on the site of the proposed new house, when considered with reference to the nature and location of residential structures on adjacent lots, will avoid unreasonable interference with views and privacy and will consider the topographic and geologic constraints imposed by particular building site conditions;
- c. The natural landscape will be preserved insofar as practicable by minimizing tree and soil removal; grade changes shall be minimized and will be in keeping with the general appearance of neighboring developed areas;
- d. The orientation of the proposed new house in relation to the immediate neighborhood will minimize the perception of excessive bulk;
- e. General architectural considerations, including the character, size, scale, and quality of the design, the architectural relationship with the site and other buildings, building materials, and similar elements have been incorporated in order to insure the compatibility of the development with its design concept and the character of adjacent buildings; and
- f. The proposed new house has been designed to follow the natural contours of the site with minimal grading, minimum impervious cover, and maximum erosion protection.

## CONDITIONS

SC21-0049 – 623 Almond Avenue

### **GENERAL**

**1. Expiration**

The Design Review Approval will expire on March 2, 2024 unless prior to the date of expiration, a building permit is issued, or an extension is granted pursuant to Section 14.76.090 of the Zoning Code.

**2. Approved Plans**

The approval is based on the plans and materials received on February 17, 2022, except as may be modified by these conditions.

**3. Protected Trees**

Trees Nos. 8, 12, 27 and 28 along with the approved privacy screening shall be protected under this application and cannot be removed without a tree removal permit from the Community Development Director. A Tree Protection Plan detailed in the approved arborist report shall be implemented. Prior to the occupancy of the residence, a letter signed by the subject arborist shall be provided to certify the implementation of the Tree Protection Plan.

**4. Trees in Public Right-of-way**

The request for the removal of Trees Nos. 26 and 25 which are located within the public right-of-way are not part of this design review approval. The removal and replacement of the two trees shall obtain the approval from the Public Works Department.

**5. Wainscoting Return**

The proposed wainscoting with stone veneer at the garage exterior shall have the left (west)-side return to the exterior wall of the dining room and the right (east)-side return along the side elevation that ends at least where the fence will be installed.

**6. One Kitchen Approved**

Only one kitchen at the first floor is approved as part of the design review. The wet bar area at the basement shall not be converted to a second kitchen and shall be limited to 110-volt wiring only unless a subsequent permit approval is obtained from the Community Development Director or his/her designees.

**7. Landscaping**

The project shall be subject to the City's Water Efficient Landscape Ordinance (WELo) pursuant to Chapter 12.36 of the Municipal Code if 2,500 square feet or more of new or replaced landscape area, including irrigated planting areas, turf areas, and water features is proposed. Any project with an aggregate landscape area of 2,500 square feet or less may conform to the prescriptive measures contained in Appendix D of the City's Model Water Efficient Landscape Ordinance.

**8. Underground Utility and Fire Sprinkler Requirements**

Additions exceeding fifty (50) percent of the existing living area (existing square footage calculations shall not include existing basements) and/or additions of 750 square feet or more shall trigger the undergrounding of utilities and new fire sprinklers. Additional square footage calculations shall include existing removed exterior footings and foundations being replaced and rebuilt. Any new utility service drops are pursuant to Chapter 12.68 of the Municipal Code.

**9. Indemnity and Hold Harmless**

The applicant/owner agrees to indemnify, defend, protect, and hold the City harmless from all costs

and expenses, including attorney's fees, incurred by the City or held to be the liability of the City in connection with the City's defense of its actions in any proceedings brought in any State or Federal Court, challenging any of the City's action with respect to the applicant's project. The City may withhold final maps and/or permits, including temporary or final occupancy permits, for failure to pay all costs and expenses, including attorney's fees, incurred by the City in connection with the City's defense of its actions.

## **INCLUDED WITH THE BUILDING PERMIT SUBMITTAL**

### **10. Conditions of Approval**

Incorporate the conditions of approval into the title page of the plans.

### **11. Applicant Acknowledgement of Conditions of Approval**

The applicant shall acknowledge receipt of the final conditions of approval and put in a letter format acceptance of said conditions. This letter will be submitted during the first building permit submittal.

### **12. Tree Protection Note**

On the grading plan and/or the site plan, show all tree protection fencing and add the following note: "All tree protection fencing shall be chain link and a minimum of five feet in height with posts driven into the ground."

### **13. Reach Codes**

Building Permit Applications submitted on or after January 26, 2021 shall comply with specific amendments to the 2019 California Green Building Standards for Electric Vehicle Infrastructure and the 2019 California Energy Code as provided in Ordinances Nos. 2020-470A, 2020-470B, 2020-470C, and 2020-471 which amended Chapter 12.22 Energy Code and Chapter 12.26 California Green Building Standards Code of the Los Altos Municipal Code. The building design plans shall comply with the standards and the applicant shall submit supplemental application materials as required by the Building Division to demonstrate compliance.

### **14. California Water Service Upgrades**

You are responsible for contacting and coordinating with the California Water Service Company any water service improvements including but not limited to relocation of water meters, increasing water meter sizing or the installation of fire hydrants. The City recommends consulting with California Water Service Company as early as possible to avoid construction or inspection delays.

### **15. Green Building Standards**

Provide verification that the house will comply with the California Green Building Standards pursuant to Chapter 12.26 of the Municipal Code and provide a signature from the project's Qualified Green Building Professional Designer/Architect and property owner.

### **16. Underground Utility Location**

Show the location of underground utilities pursuant to Chapter 12.68 of the Municipal Code. Underground utility trenches shall avoid the drip-lines of all protected trees unless approved by the project arborist and the Planning Division.

### **17. Air Conditioner Sound Rating**

Show the location of any air conditioning unit(s) on the site plan including the model number of the unit(s) and nominal size of the unit. Provide the manufacturer's specifications showing the sound rating for each unit. The air conditioning units must be located to comply with the City's Noise Control Ordinance (Chapter 6.16) and in compliance with the Planning Division setback provisions. The units shall be screened from view of the street.

**18. Storm Water Management**

Show how the project is in compliance with the New Development and Construction Best Management Practices and Urban Runoff Pollution Prevention program, as adopted by the City for the purposes of preventing storm water pollution (i.e. downspouts directed to landscaped areas, minimize directly connected impervious areas, etc.).

**19. Off-haul Excavated Soil**

The grading plan shall show specific grading cut and/or fill quantities. Cross section details showing the existing and proposed grading through at least two perpendicular portions of the site or more shall be provided to fully characterize the site. A note on the grading plans should state that all excess dirt shall be off-hauled from the site and shall not be used as fill material unless approved by the Building and Planning Divisions.

**PRIOR TO ISSUANCE OF BUILDING OR DEMOLITION PERMIT**

**20. Tree Protection**

Tree protection fencing shall be installed around the driplines, or as required by the project arborist, of trees Nos. 8, 12, 27 and 28 as shown on the site plan. Tree protection fencing shall be chain link and a minimum of five feet in height with posts driven into the ground and shall not be removed until all building construction has been completed unless approved by the Planning Division.

**21. School Fee Payment**

In accordance with Section 65995 of the California Government Code, and as authorized under Section 17620 of the Education Code, the property owner shall pay the established school fee for each school district the property is located in and provide receipts to the Building Division. The City of Los Altos shall provide the property owner the resulting increase in assessable space on a form approved by the school district. Payments shall be made directly to the school districts.

**PRIOR TO FINAL INSPECTION**

**22. Landscaping Installation**

All front yard landscaping, street trees and privacy screening trees shall be maintained and/or installed as shown on the approved plans or as required by the Planning Division.

**23. Landscape Privacy Screening**

The landscape intended to provide privacy screening shall be inspected by the Planning Division and shall be supplemented by additional screening material as required to adequately mitigate potential privacy impacts to surrounding properties.

**24. Green Building Verification**

Submit verification that the house was built in compliance with the City's Green Building Ordinance (Chapter 12.26 of the Municipal Code).

# ATTACHMENT A



City of Los Altos

Planning Division

(650) 947-2750

[Planning@losaltosca.gov](mailto:Planning@losaltosca.gov)

## NEIGHBORHOOD COMPATIBILITY WORKSHEET

In order for your design review application for single-family residential remodel/addition or new construction to be successful, it is important that you consider your property, the neighborhood's special characteristics that surround that property and the compatibility of your proposal with that neighborhood. **The purpose is to help you understand your neighborhood before you begin the design process with your architect/designer/builder or begin any formal process with the City of Los Altos.** *Please note that this worksheet must be submitted with your 1<sup>st</sup> application.*

The Residential Design Guidelines encourage neighborhood compatibility without necessarily forsaking individual taste. Various factors contribute to a design that is considered compatible with a surrounding neighborhood. The factors that City officials will be considering in your design could include, but are not limited to: design theme, scale, bulk, size, roof line, lot coverage, slope of lot, setbacks, daylight plane, one or two-story, exterior materials, landscaping et cetera.

It will be helpful to have a site plan to use in conjunction with this worksheet. Your site plan should accurately depict your property boundaries. The best source for this is the legal description in your deed.

Photographs of your property and its relationship to your neighborhood (see below) will be a necessary part of your first submittal. Taking photographs before you start your project will allow you to see and appreciate that your property could be within an area that has a strong neighborhood pattern. The photographs should be taken from across the street with a standard 35mm camera and organized by address, one row for each side of the street. Photographs should also be taken of the properties on either side and behind your property from on your property.

This worksheet/check list is meant to help *you* as well as to help the City planners and Planning Commission understand your proposal. Reasonable guesses to your answers are acceptable. The City is not looking for precise measurements on this worksheet.

**Project Address** \_\_\_\_\_

**Scope of Project: Addition or Remodel** \_\_\_\_\_ **or New Home** \_\_\_\_\_

**Age of existing home if this project is to be an addition or remodel?** \_\_\_\_\_

**Is the existing house listed on the City's Historic Resources Inventory?** \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

## What constitutes your neighborhood?

There is no clear answer to this question. For the purpose of this worksheet, consider first your street, the two contiguous homes on either side of, and directly behind, your property and the five to six homes directly across the street (eight to nine homes). At the minimum, these are the houses that you should photograph. If there is any question in your mind about your neighborhood boundaries, consider a radius of approximately 200 to 300 feet around your property and consider that your neighborhood.

### Streetscape

#### 1. Typical neighborhood lot size\*:

Lot area: \_\_\_\_\_ square feet

Lot dimensions: Length \_\_\_\_\_ feet

Width \_\_\_\_\_ feet

If your lot is significantly different than those in your neighborhood, then note its: area \_\_\_\_\_, length \_\_\_\_\_, and width \_\_\_\_\_.

#### 2. Setback of homes to front property line: (Pgs. 8-11 Design Guidelines)

Existing front setback if home is a remodel? \_\_\_\_\_

What % of the front facing walls of the neighborhood homes are at the front setback \_\_\_\_\_ %

Existing front setback for house on left \_\_\_\_\_ ft./on right \_\_\_\_\_ ft.

Do the front setbacks of adjacent houses line up? \_\_\_\_\_

#### 3. Garage Location Pattern: (Pg. 19 Design Guidelines)

Indicate the relationship of garage locations in your neighborhood\* only on your street (count for each type)

Garage facing front projecting from front of house face \_\_\_\_

Garage facing front recessed from front of house face \_\_\_\_

Garage in back yard \_\_\_\_

Garage facing the side \_\_\_\_

Number of 1-car garages \_\_; 2-car garages \_\_; 3-car garages \_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

**4. Single or Two-Story Homes:**

What % of the homes in your neighborhood\* are:

One-story \_\_\_\_\_

Two-story \_\_\_\_\_

**5. Roof heights and shapes:**

Is the overall height of house ridgelines generally the same in your neighborhood\*? \_\_\_\_\_

Are there mostly hip \_\_\_\_, gable style \_\_\_\_, or other style \_\_\_\_ roofs\*?

Do the roof forms appear simple \_\_\_\_\_ or complex \_\_\_\_\_?

Do the houses share generally the same eave height \_\_\_\_\_?

**6. Exterior Materials:** (Pg. 22 Design Guidelines)

What siding materials are frequently used in your neighborhood\*?

\_\_ wood shingle \_\_ stucco \_\_ board & batten \_\_ clapboard  
\_\_ tile \_\_ stone \_\_ brick \_\_ combination of one or more materials  
(if so, describe) \_\_\_\_\_

What roofing materials (wood shake/shingle, asphalt shingle, flat tile, rounded tile, cement tile, slate) are consistently (about 80%) used?

\_\_\_\_\_  
If no consistency then explain: \_\_\_\_\_  
\_\_\_\_\_

**7. Architectural Style:** (Appendix C, Design Guidelines)

Does your neighborhood\* have a consistent identifiable architectural style?

YES  NO

Type? \_\_ Ranch \_\_ Shingle \_\_ Tudor \_\_ Mediterranean/Spanish  
\_\_ Contemporary \_\_ Colonial \_\_ Bungalow \_\_ Other

Address: \_\_\_\_\_

Date: \_\_\_\_\_

**8. Lot Slope:** *(Pg. 25 Design Guidelines)*

Does your property have a noticeable slope? \_\_\_\_\_

What is the direction of your slope? (relative to the street)

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Is your slope higher \_\_\_\_\_ lower \_\_\_\_\_ same \_\_\_\_\_ in relationship to the neighboring properties? Is there a noticeable difference in grade between your property/house and the one across the street or directly behind?

**9. Landscaping:**

Are there any frequently used or typical landscaping features on your street (i.e. big trees, front lawns, sidewalks, curbs, landscape to street edge, etc.)?

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How visible are your house and other houses from the street or back neighbor's property?

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Are there any major existing landscaping features on your property and how is the unimproved public right-of-way developed in front of your property (gravel, dirt, asphalt, landscape)?

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**10. Width of Street:**

What is the width of the roadway paving on your street in feet? \_\_\_\_\_

Is there a parking area on the street or in the shoulder area? \_\_\_\_\_

Is the shoulder area (unimproved public right-of-way) paved, unpaved, gravel, landscaped, and/or defined with a curb/gutter? \_\_\_\_\_

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Address: \_\_\_\_\_

Date: \_\_\_\_\_

**11. What characteristics make this neighborhood\* cohesive?**

Such as roof material and type (hip, gable, flat), siding (board and batten, cement plaster, horizontal wood, brick), deep front yard setbacks, horizontal feel, landscape approach etc.:

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**General Study**

- A. Have major visible streetscape changes occurred in your neighborhood?  
 YES  NO
  
- B. Do you think that most (~ 80%) of the homes were originally built at the same time?  
 YES  NO
  
- C. Do the lots in your neighborhood appear to be the same size?  
 YES  NO
  
- D. Do the lot widths appear to be consistent in the neighborhood?  
 YES  NO
  
- E. Are the front setbacks of homes on your street consistent (~80% within 5 feet)?  
 YES  NO
  
- F. Do you have active CCR's in your neighborhood? (*p.36 Building Guide*)  
 YES  NO
  
- G. Do the houses appear to be of similar size as viewed from the street?  
 YES  NO
  
- H. Does the new exterior remodel or new construction design you are planning relate in most ways to the prevailing style(s) in your existing neighborhood?  
 YES  NO

Address: \_\_\_\_\_

Date: \_\_\_\_\_

### Summary Table

Please use this table to summarize the characteristics of the houses in your immediate neighborhood (two homes on either side, directly behind and the five to six homes directly across the street).

Address	Front setback	Rear setback	Garage location	One or two stories	Height	Materials	Architecture (simple or complex)

# ATTACHMENT B



**The  
Oakley  
Group**

October 15, 2021

Rupal Sutaria  
623 Almond Avenue  
Los Altos, California 94022

Re: Tree Assessment & Tree Protection Plan for 623 Almond Avenue

Dear Ms. Sutaria,

This letter intends to address twenty-nine (29) trees located on your property at 623 Almond Avenue in Los Altos, California (Exhibit 1.1). You have plans to renovate your house and the Community Development Department of Los Altos requires an arborist report that evaluates the potential impacts of the development on the on-site and immediate adjacent off-site trees. The report also prescribes the protection of any tree to be saved in conjunction with the development review application. This report does as such and evaluates all trees on the site and immediately adjacent to the site due to the proposed accessory dwelling unit being within the dripline of protected trees. **Two (2) protected trees are proposed for removal (Trees 25 & 26 in Exhibit 1) and a directly adjacent off-site tree may be impacted (Tree 29).** All other on-site protected trees, defined as any tree 48-inches in circumference (>15-inches) measured at 48-inches above grade (DSH), are proposed to be saved and preserved throughout the project.

The purpose of this letter is to help you ensure that the plans and construction are done in a manner consistent with Los Altos requirements for tree preservation. Provided in this letter are Tree Protection Guidelines.

I visited the site on August 11, 2021, to inspect the trees. All trees on-site are in good health and good structure.

## Specific Tree Protection Measurements

Tree 1 – Crape Myrtle – 6-inch diameter at 48-inches above grade (DSH) – Excellent Health & Structure – Preserve (High Impact) – Possible impact from proposed structure – all proposed work should be performed outside of dripline.

Tree 2 – Crape Myrtle – 6-inch DSH – Excellent Health & Structure – Preserve (Low Impact) – Possible impact from proposed structure – all proposed work should be performed outside of dripline.

Tree 3 – Fruitless Olive – 4-inch DSH multi-stemmed– Good Health & Fair Structure – Preserve (Low Impact) – Possible impact from proposed structure – all proposed work should be performed outside of dripline.

Tree 4 – Fruitless Olive – 4-inch DSH – Good Health & Fair Structure – Preserve (Low Impact) – Possible impact from proposed structure – all proposed work should be performed outside of dripline.



Tree 5 – Fruitless Olive – 8-inch DSH – Good Health & Poor Structure – Preserve (Low Impact) – Possible impact from proposed structure – all proposed work should be performed outside of dripline.

Tree 6 – Flowering Plum– 6-inch DSH – Fair Health & Good Structure – Preserve (Low Impact) – Possible impact from proposed structure – all proposed work should be performed outside of dripline.

Tree 7 – Crab Apple – 4-inch DSH – Fair Health & Good Structure – Remove (High Impact) – Tree proposed for removal due to being within the footprint of proposed patio.

Tree 8 – California Pepper – 38-inch DBH – Preserve (Moderate Impact) – Moderate Impact from installation of permeable paving system within dripline/existing brick wall to be removed – No more than 6-inches of cut or fill in portions of pavers within dripline unless arborist on-site during excavation/remove portion of wall within dripline by hand without the use of heavy equipment.

Tree 9 – Purple-leaf Plum– 4-inch DSH – Fair Health & Good Structure – Preserve (Low Impact) – Possible impact from proposed structure – all proposed work should be performed outside of dripline.

Tree 10 – Flowering Plum– 6-inch DSH – Fair Health & Good Structure – Preserve (Low Impact) – Possible impact from proposed structure – all proposed work should be performed outside of dripline.

Tree 11 – Crape Myrtle – 4-inch diameter at 48-inches above grade (DSH) – Excellent Health & Structure – Preserve (Low Impact) – Possible impact from proposed structure – all proposed work should be performed outside of dripline.

Tree 12 – Coast Redwood – 48-inch DBH – Preserve (Moderate Impact) – Moderate Impact from removal of existing hardscape and new construction – No more than 6-inches of cut or fill in portions of existing hardscape within dripline unless arborist on-site; at no time can heavy equipment be used within the dripline; pruning for clearance will be required (no more than 25% of green foliage) and monthly site visits are recommended to monitor the health of the tree from demolition impacts.

Tree 13 – Bay Laurel – 3-inch DSH – Fair Health & Good Structure – Remove Due to Impacts (High Impact) – Tree proposed for removal due to being within the footprint of proposed structure.

Tree 14 – Purple-leaf Plum – 4-inch DSH (multi-stemmed) – Fair Health & Good Structure – Preserve (Low Impact) – Possible impact from proposed structure – all proposed work should be performed outside of dripline.

Tree 15 – Purple-leaf Plum – 44-inch DSH (multi-stemmed) – Fair Health & Good Structure – Preserve (Low Impact) – Possible impact from proposed structure – all proposed work should be performed outside of dripline.



Tree 16 – Purple-leaf Plum – 4-inch DSH (multi-stemmed) – Fair Health & Good Structure – Preserve (Low Impact) – Possible impact from proposed structure – all proposed work should be performed outside of dripline.

Tree 17 – Japanese Maple – 3-inch DSH (multi-stemmed) – Good Health & Good Structure – Remove Due to Impacts (High Impact) – Tree proposed for removal due to being in the footprint of proposed structure.

Tree 18 – Crab Apple – 4-inch DSH – Fair Health & Good Structure – Preserve (Low Impact) – Possible impact from proposed structure – all proposed work should be performed outside of dripline.

Tree 19 – Crape Myrtle – 4-inch DSH (multi-stemmed) – Excellent Health & Structure – Remove Due to Impacts (High Impact) – Tree proposed for removal.

Tree 20 – Crape Myrtle – 4-inch DSH (multi-stemmed) – Excellent Health & Structure – Remove Due to Impacts (High Impact) – Tree proposed for removal.

Tree 21 – Crape Myrtle – 4-inch DSH (multi-stemmed) – Excellent Health & Structure – Remove Due to Impacts (High Impact) – Tree proposed for removal.

Tree 22 – Crape Myrtle – 4-inch DSH (multi-stemmed) – Excellent Health & Structure – Remove Due to Impacts (High Impact) – Tree proposed for removal.

Tree 23 – Crape Myrtle – 4-inch DSH (multi-stemmed) – Excellent Health & Structure – Remove Due to Impacts (High Impact) – Tree proposed for removal.

Tree 24 – Crape Myrtle – 4-inch DSH (multi-stemmed) – Excellent Health & Structure – Remove Due to Impacts (High Impact) – Tree proposed for removal.

Tree 25 – Shiny Xylosma – 14-inch DSH – Very Poor Health & Structure – Proposed for Removal Based on Very Poor Condition

Tree 26 – Shiny Xylosma – 12-inch DSH – Very Poor Health & Structure – Proposed for Removal Based on Very Poor Condition.

Tree 27 – Coast Live Oak – 42-inch DBH – Preserve (Low Impact) – Moderate Impact from installation of pool outside of dripline – all proposed work should be performed outside of dripline.

Tree 28 – Coast Live Oak – 36-inch DBH – Preserve (Low Impact) – Moderate Impact from installation of pool outside of dripline – all proposed work should be performed outside of dripline.



Tree 29 – Coast Live Oak – 36-inch DBH – Preserve (Moderate Impact) – Moderate Impact from proposed structure within dripline – Proposed ADU can be built into the dripline if the foundation is raised/bridged over the critical root zone (dripline area); all proposed work should be performed outside of dripline.

## Discussion

Street Trees 25 & 26 are proposed for removal. These trees have both poor structure and health. They exhibit an elevated hazard risk to the public right-of-way, parked cars, and pedestrians as they both have a history of both chronic and acute branch failure. In addition, repeated topping away from overhead utilities has compromised the structure of the subject trees.



Figure 1: Tree 25 (right image) & 26 (left image) have significant dieback and poor structure and are proposed for removal.

## Tree Protection Guidelines

The objective of this section is to reduce the negative impacts of construction on the oak tree to an acceptable level. Trees vary in their ability to adapt to altered growing conditions, while mature trees have established stable biological systems in the preexisting physical environment. Disruption of this environment by construction activities interrupts the tree's physiological processes, causing



depletion of energy reserves and a decline in vigor. This sometime is exhibited as death. Typically, this reaction may develop several years or more after disruption. Because of this deliberate care must be exercised during the construction process to mitigate any adverse effects.

The tree protection measures are intended to guide a construction project to ensure that appropriate practices will be implemented in the field to eliminate undesirable consequences that may result from uninformed or careless acts, and preserve both the tree and property values.

The following a required to be implemented along with the TPP and the above recommendations:

1. The project arborist or contractor shall verify, in writing, that all preconstruction conditions have been met (tree fencing, erosion control, pruning, etc.)
2. The demolition, grading and underground contractors, construction superintendent and other pertinent personnel are required to meet with the project arborist at the site prior to beginning work to review procedures, tree protection measures and to establish haul routes, staging, areas, contacts, watering, etc.
3. Fenced enclosures shall be erected around trees to be protected to achieve three primary goals:
  - a. To keep the foliage crowns and branching structure of the trees to be preserved clear from contact by equipment, materials and activities;
  - b. Preserve roots intact and maintain proper soil conditions in a non-compacted state and;
  - c. To identify the tree protection zone (TPZ) in which no soil disturbance is permitted and activities are restricted.

#### Tree Protection Zone (TPZ)

The on-site tree shall have designated TPZs identifying the area sufficiently large enough to protect the tree and roots from disturbance. The recommended TPZ area can be determined by the canopy footprint. The TPZ shall be shown on all site plans for the project. The protective fencing shall serve as the TPZ boundaries.

Activities prohibited within the TPZ include:

- Storage or parking vehicles, building materials, refuse, excavated spoils or dumping of poisonous materials on or around trees and roots. Poisonous materials include, but are not limited to, paint, petroleum products, concrete or stucco mix, dirty water or any other material that may be deleterious to tree health.
- The use of tree trunks as a winch support, anchorage, as a temporary power pole, signposts or other similar function.



- Cutting of tree roots by utility trenching, foundation digging, placement of curbs and trenches and other miscellaneous excavation without prior approval of the project arborist.
- Soil disturbance or grade/drainage changes

Activities permitted or required within the TPZ include:

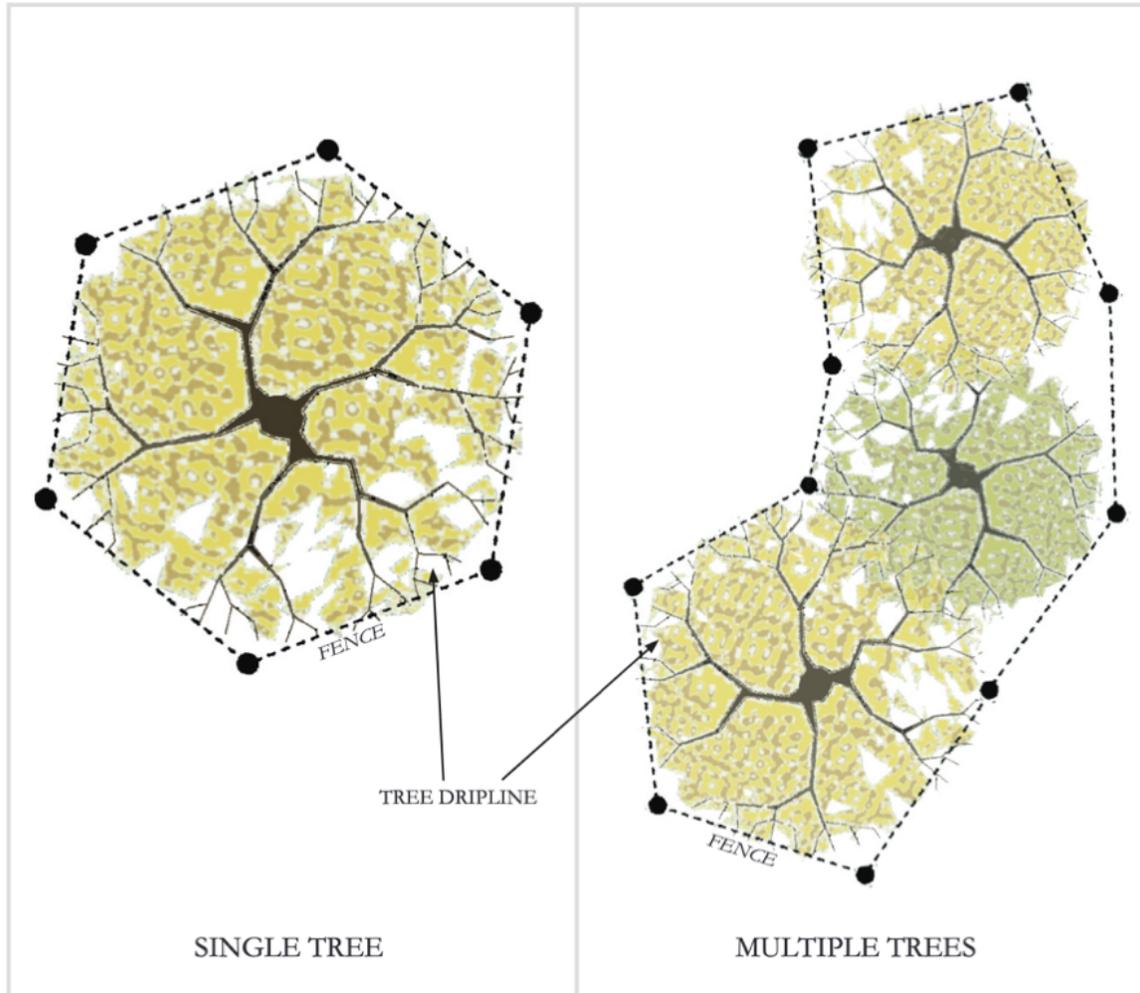
- **Mulching:** During construction, wood chips shall be spread within the TPZ to a six (6) inch depth, leaving the trunk clear of mulch to help inadvertent compaction and moisture loss from occurring. The mulch may be removed if improvements or other landscaping is required. Mulch material shall be two (2) inch unpainted, untreated wood chip mulch or approved equal.
- **Root Buffer:** When areas under the tree canopy cannot be fenced, a temporary buffer is required and shall cover the root zone and remain in place at the specified thickness until final grading stage.
- Irrigation, aeration, fertilizing or other beneficial practices that have been specifically approved for use within the TPZ.

#### Size and type of fence

The fence shall consist of a six (6) foot high chain link fences. The fence is to be mounted on two-inch diameter galvanized iron posts, driven into the ground to a depth of at least two (2) feet at no more than ten (10) foot spacing. This detail shall appear on grading, demolition and improvement plans.

#### Types of Tree Protection for Project

- **Type I Tree Protection:** The fences shall enclose the entire area under the **canopy dripline** of the tree(s) to be saved throughout the life of the project.
- Any fencing that must be relocated during the project may be supported by an appropriate grade level concrete base.



### Duration of Tree Protection Fencing

Tree fencing shall be erected prior to demolition, grading or construction and remain in place until final inspection.

### “Warning” Signage

Warning signs at a minimum size of 8.5x11-inches shall be prominently displayed on the fence. The sign shall clearly state:

**WARNING - Tree Protection Zone - This fence shall not be removed and is subject to a penalty.**



## Pruning, Surgery and Removal

Prior to construction, the oak tree may require that branches be pruned clear from the existing and proposed structure, activities, building encroachment. Such pruning, surgery or the removal of trees shall adhere to the following standards:

### 1. Pruning limitations:

- **Minimum Pruning:** If the project arborist recommends that trees be pruned, and the type of pruning is left unspecified, the standard pruning shall consist of ‘crown cleaning’ as defined by ISA Pruning Guidelines. Trees shall be pruned to reduce hazards and develop a strong, safe framework.
- **Maximum Pruning:** Maximum pruning should only occur in the rarest situation approved by the project arborist. No more than one-fourth (1/4) of the functioning leaf and stem area may be removed within one (1) calendar year of any tree, or removal of foliage so as to cause the unbalancing of the tree. It must be recognized that trees are individual in form and structure, and that pruning needs may not always fit strict rules. The project arborist shall assume all responsibility for special pruning practices that vary from the standards outlined in this TPP.
- **Tree Workers:** Pruning shall not be attempted by construction or contractor personnel, but shall be performed by a qualified tree care specialist or certified tree worker.

## Activities During Construction & Demolition Near Trees

Soil disturbance or other injurious and detrimental activity within the TPZ is prohibited unless approved by the project arborist. If an injurious event inadvertently occurs, or soil disturbance has been specifically conditioned for project approval, then the following mitigation is required:

- **Soil Compaction:** If compaction of the soil occurs, it shall be mitigated as outlined in Soil Compaction Damage, and/or Soil Improvement.
- **Grading Limitations within the Tree Protection Zone:**
  - Grade changes outside of the TPZ shall not significantly alter drainage to the tree.
  - Grade changes within the TPZ are not permitted.
  - Grade changes under specifically approved circumstances shall not allow more than six (6) inches of fill soil added or allow more than four (4) inches of existing soil to be removed from natural grade unless mitigated.



## Trenching, Excavation and Equipment Use

Excavation or boring activity within the TPZ is restricted to the following activities, conditions and requirements if approved by the project arborist:

- **Notification.** Contractor shall notify the project arborist a minimum of twenty-four (24) hours in advance of the activity in the TPZ.
- **Root Severance.** Roots that are encountered shall be cut to sound wood and repaired. Roots two (2) inches and greater must remain injury free.
- **Excavation.** Any approved excavation, demolition or extraction of material shall be performed with equipment sitting outside the TPZ. Methods permitted are by hand digging, hydraulic or pneumatic air excavation technology. Avoid excavation within the TPZ during hot, dry weather.
  - a. If excavation or trenching for drainage, utilities, irrigation lines, etc., it is the duty of the contractor to tunnel under any roots two (2) inches in diameter and greater.
  - b. Prior to excavation for foundation/footings/walls, grading or trenching within the TPZ, roots shall first be severed cleanly one (1) foot outside the TPZ and to the depth of the future excavation. The trench must then be hand dug and roots pruned with a hand saw, reciprocating saw, narrow trencher with sharp blades or other approved root-pruning equipment.
- **Heavy Equipment.** Use of backhoes, steel tread tractors or any heavy vehicles within the TPZ is prohibited

### Root Severance

Cutting and removal of roots smaller than two (2) inches in diameter shall be done by chain saw or hand saw to provide a flat and smooth cut and cause the least damage possible to the root and tree's health. Cutting roots by means of tractor-type equipment or other than chain saws and handsaws is prohibited.

Proper pruning technique shall encourage callusing of the roots. Root cutting and removal shall not exceed thirty-five (35) percent of total root surface.

The Contractor shall remove any wood chips or debris that may be left over from root removal that may affect the construction of improvements as directed by the City Engineer.

If any roots over two (2) inches in diameter are severed during any excavation, the following procedure shall be followed:



1. The roots shall be shaded by immediately covering the entire trench with plywood, or by covering the sides of the trench with burlap sheeting that is kept moist by watering twice per day.
2. When ready to backfill, each root shall be severed cleanly with a handsaw. Where practical, they should be cut back to a side root. Immediately, a plastic bag shall be placed over the fresh cut, and secured with a rubber band or electrical tape. Shading should immediately be placed until backfilling occurs.
3. Plastic bags shall be removed prior to backfilling.
4. Backfill shall be clean, native material free of debris, gravel or wood chips.

If roots three (3) inches in diameter, or larger, are encountered during excavation, Contractor shall contact the Public Works Construction Section and the City Parks Division immediately and request a field inspection by the Engineer and the City Tree Supervisor, or their designated representatives, and obtain instruction as to how the roots should be treated. No roots three (3) inches in diameter, or larger, shall be cut and removed without prior approval from the City Engineer and the City Tree Supervisor, or their designated representatives. Failure to notify the Public Works Department or the Parks Division for root inspection will result in the Contractor paying for damages and/or replacing the damaged tree as determined by the Engineer.

#### **Irrigation Program**

Irrigate to wet the soil within the TPZ to a depth of twenty-four to thirty (24-30) inches at least once a month. Begin irrigating immediately prior to any construction activity. Alternatively, sub-surface irrigation may be used at regular specified intervals by injecting on approximate three (3) foot centers, ten (10) gallons of water per inch trunk diameter within the TPZ. Duration shall be until project completion or monthly until seasonal rainfall totals at least eight (8) inches of rain, unless specified otherwise by the project arborist.

#### **Damage to Trees - Reporting**

Any damage or injury to trees shall be reported within six (6) hours to the project arborist and job superintendent or City Arborist so that mitigation can take place. All mechanical or chemical injury to branches, trunk or to roots over two (2) inches in diameter shall be reported in the monthly inspection report. In the event of injury, the following mitigation and damage control measures shall apply:

- **Root injury:** If trenches are cut and tree roots two (2) inches or larger are encountered they must be cleanly cut back to a sound wood lateral root. The end of the root shall be covered with either a plastic bag and secured with tape or rubber band, or be coated with latex paint. All exposed root areas within the TPZ shall be backfilled or covered within one (1) hour. Exposed roots may be kept from drying out by temporarily covering the roots and draping layered burlap or carpeting over the



upper three (3) feet of trench walls. The materials must be kept wet until backfilled to reduce evaporation from the trench walls.

- Bark or trunk wounding: Current bark tracing and treatment methods shall be performed by a qualified tree care specialist within two (2) days.
- Scaffold branch or leaf canopy injury: Remove broken or torn branches back to an appropriate branch capable of resuming terminal growth within five (5) days. If leaves are heat scorched from equipment exhaust pipes, consult the project arborist within six (6) hours.

### Inspection Schedule

The project arborist retained by the applicant shall conduct the following required inspections of the construction site:

- Inspections shall verify that the type of tree protection and/or plantings re consistent with the standards outlined within this TPP. For each required inspection or meeting, a written summary of the changing tree related conditions, actions taken, and condition of trees shall be provided to the contactor.
  - Inspection of Protective Tree Fencing.
  - Pre-Construction Meeting. Prior to commencement of construction, the contractor shall conduct a pre-construction meeting to discuss tree protection with the job site superintendent, grading equipment operators, and the project arborist.
  - Inspection of Rough Grading. The project arborist shall perform an inspection during the course of rough grading adjacent to the TPZ to ensure trees will not be injured by compaction, cut or fill, drainage and trenching, and if required, inspect aeration systems, tree wells, drains and special paving. The contractor shall provide the project arborist at least forty-eight (48) hours advance notice of such activity.
  - Monthly Inspections. The project arborist shall perform monthly inspections to monitor changing conditions and tree health. The City Arborist shall be in receipt of an inspection summary during the first week of each calendar month or, immediately if there are any changes to the approved plans or protection measures.
  - Any special activity within the Tree Protection Zone. Work in this area (TPZ) requires the direct on-site supervision of the project arborist.



**The  
Oakley  
Group**

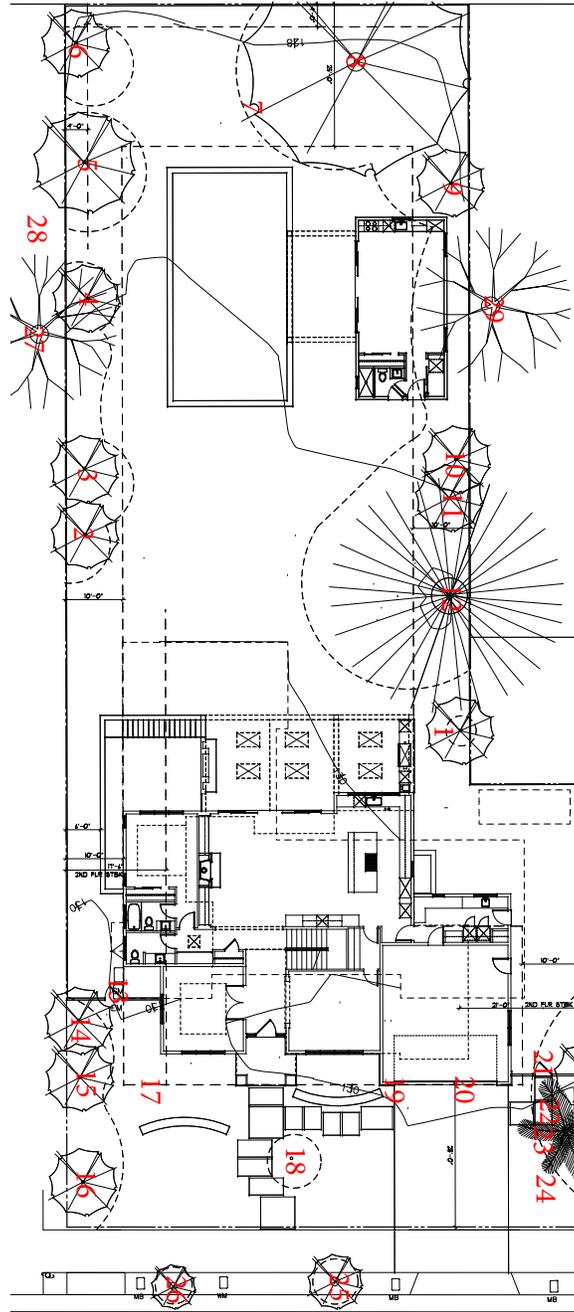
12

Please review this information and contact me with any questions or concerns regarding the information provided in this letter.

Sincerely,  
Sam Oakley  
The Oakley Group LLC  
ISA Board Certified Master Arborist, WE-9474B TRAQ  
ASCA Registered Consulting Arborist #556



Exhibit 1.1 – Site Map:  
The location of the subject trees on the 623 Almond Avenue property.



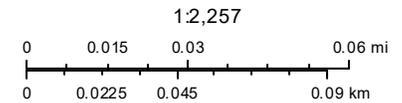
**ALMOND AVENUE**

# ATTACHMENT C

## Notification Map



Print Date: November 23, 2021



-  Schools
-  Park and Recreation Areas
-  City Limit
-  Road Names
-  Waterways
-  Situs Label
-  TaxParcel

The information on this map was derived from the City of Los Altos' GIS. The City of Los Altos does not guarantee data provided is free of errors, omissions, or the positional accuracy, and it should be verified.

Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

**NOTICE OF DEVELOPMENT PROPOSAL**  
DESIGN REVIEW FOR A TWO-STORY RESIDENCE, 623 ALMOND AVE., LOS ALTOS



**PROJECT DESCRIPTION:**  
THE CONSTRUCTION OF A NEW 1,850 SQ. FT. TWO-STORY RESIDENCE WITH AN ATTACHED 400 SQ. FT. GARAGE AND A 1,000 SQ. FT. BASEMENT

**APPLICANT:**  
STEVE COLLUM  
1400 JARVIS  
STEVE.COLLUM@GMAIL.COM

**PROJECT PLANNER:**  
1500 BENTLEY AVENUE SUITE 101  
SAN JOSE, CA 95128  
BALENTI@GMAIL.COM  
831.984.1034

**PROPERTY OWNER:**  
RUPAL SIVAKA  
8415 8TH ST  
RUPAL.SIVAKA@COMCAST.NET

**PUBLIC MEETING DATE:**



# ATTACHMENT E

From: Brian Greenen [REDACTED]  
Subject: 623 Almond Avenue Project  
Date: Dec 1, 2021 at 9:08:50 AM  
To: jliu@losaltosca.gov  
Cc: Rupal Sutaria [REDACTED], Gina Greenen  
[REDACTED]

---

City Planner Liu,

We, the homeowners of 620 Almond Avenue have received notice of the 623 Almond Avenue rebuild project, including the exterior design, landscaping design and neighboring houses.

Thank you,

Brian and Gina Greenen

Today's Date December 3, 2021

RE: Rebuild of 623 Almond Ave, Los Altos

Attn: City of Los Altos Design Review Commission

The owners of 623 Almond Ave have shared their design proposal for a new home with us including the exterior elevations, the landscaping plans, and an overview of homes in our immediate area to ensure that the aesthetics of the home match the area.

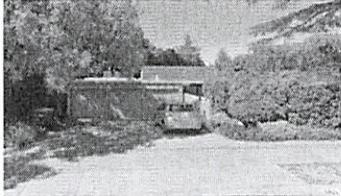
We, the homeowners of 601 Almond Ave in Los Altos are in support of the rebuilding of 623 Almond Ave. Our home is immediately adjacent to/in view of the new home. The newly designed home will help continue the pattern of improvements in our area.

Thank you,

 Name  
FREDERICK VALLAEYS



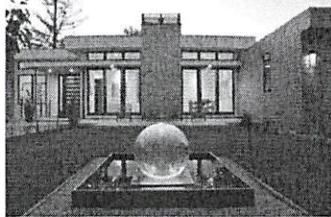
607 ALMOND AVENUE



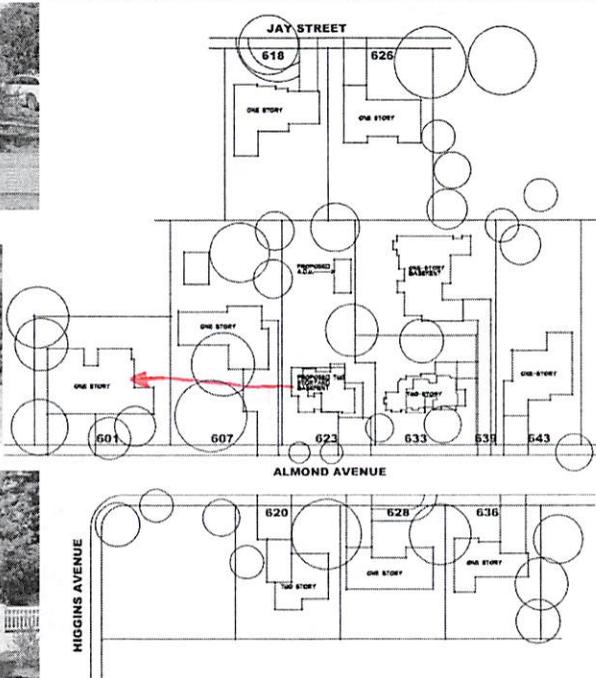
601 ALMOND AVENUE



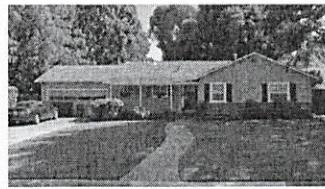
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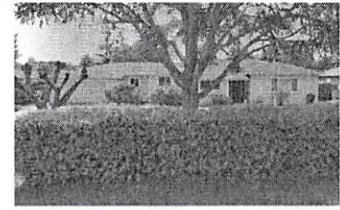
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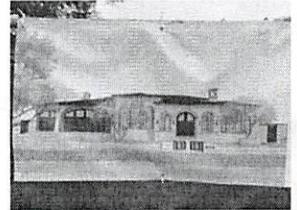
643 ALMOND AVENUE



636 ALMOND AVENUE



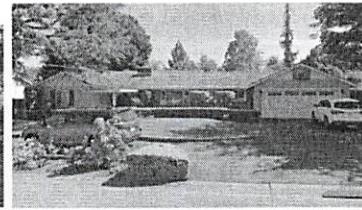
618 JAY STREET



626 JAY STREET



620 ALMOND AVENUE



628 ALMOND AVENUE

ARCHITECT
   
 LICENSE NO. 12345
   
 500-555-1234



A PROPOSED RESIDENCE FOR:
   
**RUPAL SUTARIA**
  
 628 ALMOND AVENUE
   
 LOS ALTOS, CALIFORNIA

CHM
   
 SCALE: 1" = 40'-0"
   
 NORTH
   
 Project Number: 2515
   
 Date: AUGUST 2007
   
 Sheet Number: CM1



Hello Neighbors,

Oct 28, 2021

*I hope you'll consider supporting Saum and I in the rebuild project we are proposing for our home at 623 Almond Ave, a home we purchased in 2005. This 1954 house has been in need of major repair for some time and the current plan should make it aesthetically pleasing and architecturally sound. We are using the same architects who designed several homes on Almond Ave and neighboring streets, including 633 and 639 Almond Ave. They have proven to be thoughtful of our area, considerate of neighbor privacy during the design process, environmentally conscious, and responsive in their communication with the owners and the city during the building process. Please take a moment to look at the images of the home and consider signing a letter of support of this project. Thank you!*

*Saum & Rupal Sutaria*

*623 Almond Ave.*

*Los Altos, CA 94022*

*[rupalsutaria@comcast.net](mailto:rupalsutaria@comcast.net)*

*415-806-7139 mobile*

*Attached are the following:*

- 1. Exterior design*
- 2. Landscaping design*
- 3. Neighboring houses*
- 4. A letter of support that you could sign. It will be submitted to the city with our plans and proposal for the rebuild. You can:*
  - a. Email to the city planner assigned to this project: Jia Liu [jliu@losaltosca.gov](mailto:jliu@losaltosca.gov)*
  - b. Call city planner assigned to this project: Jia Liu (650) 947-2696*
  - c. Email to me: [rupalsutaria@comcast.net](mailto:rupalsutaria@comcast.net)*
  - d. Drop off in my mailbox: 623 Almond Ave*

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<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$0.58	12/01/2021
Total Postage and Fees	\$4.33	

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Street and Apt. No., or PO Box No.  
626 Jay St.  
City, State, ZIP+4®  
Los Altos, CA 94022

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$0.58	12/01/2021
Total Postage and Fees	\$4.33	

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601 Almond Ave  
City, State, ZIP+4®  
Los Altos, CA 94022

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Extra Services & Fees (check box, add fee as appropriate)	\$0.00	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	Postmark Here
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$0.58	12/01/2021
Total Postage and Fees	\$4.33	

Sent To Neighbor  
Street and Apt. No., or PO Box No.  
639 Almond Ave  
City, State, ZIP+4®  
Los Altos, CA 94022

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7201 0350 0001 0989 6874

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Los Altos, CA 94022

Certified Mail Fee	\$3.75	0136 10
Extra Services & Fees (check box, add fee as appropriate)	\$0.00	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	Postmark Here
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
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636 Almond Ave  
City, State, ZIP+4®  
Los Altos, CA 94022

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Today's Date 11/14/21

RE: Rebuild of 623 Almond Ave, Los Altos

Attn: City of Los Altos Design Review Commission

The owners of 623 Almond Ave have shared their design proposal for a new home with us including the exterior elevations, the landscaping plans, and an overview of homes in our immediate area to ensure that the aesthetics of the home match the area.

We, the homeowners of 643 Almond Ave are in support of the rebuilding of 623 Almond Ave. Our home is immediately adjacent to/in view of the new home. The newly designed home will help continue the pattern of improvements in our area.

Thank you,

C. Kelly Name

Today's Date 11/22/21

RE: Rebuild of 623 Almond Ave, Los Altos

Attn: City of Los Altos Design Review Commission

The owners of 623 Almond Ave have shared their design proposal for a new home with us including the exterior elevations, the landscaping plans, and an overview of homes in our immediate area to ensure that the aesthetics of the home match the area.

We, the homeowners of 633 ALMOND AVE are in support of the rebuilding of 623 Almond Ave. Our home is immediately adjacent to/in view of the new home. The newly designed home will help continue the pattern of improvements in our area.

Thank you,

Angela Name

Today's Date 11.29.2021

RE: Rebuild of 623 Almond Ave, Los Altos

Attn: City of Los Altos Design Review Commission

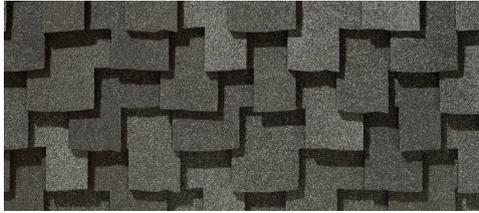
The owners of 623 Almond Ave have shared their design proposal for a new home with us including the exterior elevations, the landscaping plans, and an overview of homes in our immediate area to ensure that the aesthetics of the home match the area.

We, the homeowners of 628 Almond Ave. are in support of the rebuilding of 623 Almond Ave. Our home is immediately adjacent to/in view of the new home. The newly designed home will help continue the pattern of improvements in our area.

Thank you,

Emily King Name

EXTERIOR MATERIALS BOARD



ROOF  
ARCHITECTURAL COMPOSITION  
SHINGLES



BODY  
STUCCO

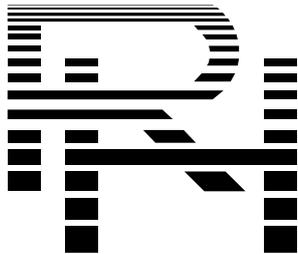


HORIZONTAL WOOD SIDING



VENEER  
STONE

ALL COLORS TO BE  
DETERMINED BY OWNER



ASSOCIATES  
ARCHITECTS

11010 combie rd. ste. 210  
AUBURN, CA 95602

530-268-3055

J. STEVE COLLOM

PROPOSED RESIDENCE  
*for*  
RUPAL SUTARIA

623 ALMOND AVENUE  
LOS ALTOS, CA 94022